

## **Toddler Aide**

**SUMMARY:** Provides direct care, leadership, supervision and instruction to the children registered in the Infant/Toddler program, while offering them quality care and education, recreation and safety.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- + Assist in directing and supervising the daily activities of all children enrolled in program.
- + Assist in the planning, implementing and participation of developmentally appropriate activities and lessons within state and NAEYC accreditation standards.
- + Present a positive representation of Center and programs
- + Frequent and effective verbal and written communication with parents
- + Insures safety and growth of all children
- + Must be available during hours of operation
- + Assist in developing developmentally appropriate lesson plans
- + Assist in helping maintain up-to-date records of attendance, accidents, and incidents related to the program operation
- + Attend monthly staff meetings and staff trainings as needed
- + Assist in maintenance and use of program supplies, including snacks, materials, and equipment and keep Director apprised of needs for the program site
- + Keep Director apprised of communication with parents
- + Appropriately handle emergency situations
- + Shaken Baby, Safe Sleep training
- + Proof of negative TB test and good physical health report signed by a licensed physician
- + Current First Aid/CPR/Blood Borne Pathogen certification
- + Must report, as required by Michigan law, any suspected incidence of child abuse to Child Protective Services, Director Youth and Children's Services and the Executive Director
- + Clock in and out every day, fill out time adjustment sheets as needed and turn in weekly.
- + Know and be familiar with Comstock Community Centers and Community Learning Center's policies and procedures.
- + Complete 24 clock hours of approved training within the licensing year.
- + Housekeeping related to all of areas connected to the classroom use.
- + Keep Asst. Director apprised of communication with parents.
- + Any other related duties as assigned

**The Candidate will work Monday - Friday w/variable hours in the afternoons and will close. If you are interested in any of these positions, please submit your cover and resume to Human Resources via email at [hr@comstockcc.com](mailto:hr@comstockcc.com) or fax to 269-492-0909.**